

MADERA COUNTY
REAL PROPERTY AGENT

DEFINITION

Under direction, to negotiate agreements for the acquisition and purchase of real property for County roads and facilities; to prepare appraisal reports; to secure rights-of-way, easements, and leases; and to do related work as required.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Negotiates with property owners and their attorneys regarding the acquisition of property for County roads and other facilities; prepares contracts and agreements to effect property acquisition for review by legal staff; confers with other County staff regarding acquisition policies and problems; appraises property and reviews property appraisals prepared by others; searches and secures title reports, property descriptions, and escrows; ensures compliance with all State regulations and County ordinances pertaining to the approval, acquisition, and relocation of real property; prepares and submits cost estimates for acquisition projects; signs and executes all real estate contracts on behalf of the County; makes final decisions on filing of condemnation and administrative settlements; coordinates the sale of County land and improvements; provides a variety of assistance with Road Department functions; coordinates and administers contracts for contracted professionals; represents the Road Commissioner as delegated; make presentations to the County Board of Supervisors and other commissions and agencies as appropriate; coordinates contracts and documents; administers funds and develops tracking, reporting and evaluation systems; maintains master files and monitors all paperwork connected with programs; and monitors sub-recipients.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Procedures and functions of the County Road Department.
Pertinent Federal, State, and local laws, codes, and regulations including those related to the acquisition of land for public purposes.
Established standards governing the appraisal of real property.
Property values and the effect of economic trends on value and price.
Procedures involved in real estate transactions and title searches.
Principles of property description.

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Skill to:

Operate modern office equipment including personal computers and peripheral equipment.
Operate a motor vehicle safely.

Ability to:

Effectively and tactfully negotiate the acquisition of property for County roads and facilities.
Prepare property purchase agreements.
Coordinate property acquisition procedures with other County departments and agencies.
Gather data and prepare a variety of reports.
Effectively represent the Road Department in property acquisition transactions.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
Attend various staff and community meetings serving as liaison.
Provide staff assistance to various citizen and community interest groups.
Research and identify community needs that may be addressed by available funding sources.
Utilize applicable software applications.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of increasingly responsible work experience in the valuation and transfer of real property.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in business and real estate.

License or Certificate:

Possession of, or ability to obtain, a valid California Class 'C' driver's license.

Must meet State guidelines to perform right-of-way functions in a Level 2 Qualifying Local Agency, as determined by the California Department of Transportation.

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Special Requirements:

Essential duties require the following physical skills and work environment:

In addition to working in a standard office environment, requires the ability to sit, stand, walk, kneel, crouch, crawl and lift up to 10 pounds; exposure to outdoors; ability to travel to different sites and locations.

Effective Date: May, 1995
July 2007 - Amendment